

Pell Grant School Account Statement (SAS) Disbursement Detail on Demand Reader Instructions

Note: School Account Statement (SAS) files contain personally identifiable information (PII). Federal law requires that the confidentiality of data that contain information about individuals (i.e., PII) must be protected. Anyone who will have access to the information must understand the importance of protecting the confidentiality of the information, be cognizant of the requirements of the law, and monitor the confidentiality of PII in their daily activities. Steps must be taken to ensure that data are handled in such a way as to avoid disclosure of PII.

1. Request a Pell Grant SAS Disbursement Detail on Demand file by requesting it directly on the Common Origination and Disbursement (COD) website via the New Report Request page which is under the Batch tab and Report Request link.

2. Once the report request has been fulfilled and the file has been received via your school's Student Aid Internet Gateway (SAIG) mailbox, save the file from the SAIG mailbox to a predetermined location. For example, this could be to your desktop or a folder titled COD Pell Grant SAS Disbursement Detail on Demand reader and files.

3. Download the Pell SAS Disb On Demand Reader from the COD website. It is posted on the 'COD Resources' page, which can be accessed via the link in the bottom bar of the COD website. It can be saved in the same folder in which you saved the Pell Grant SAS Disbursement on Demand file.

4. Open the reader.

5. Select Enable Editing. You may only need to do this the first time you open the reader.

AutoSave Off Pell SAS Disb On Demand Reader.xlsm - Protected... Walker, Mark WM

File Home Insert Draw Page Layout Formulas Data Review View Automate Help

PROTECTED VIEW This file has been verified by Microsoft Defender Advanced Threat Protection and it hasn't detected any threats. If you need to edit this file, click enable editing. **Enable Editing**

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Use this reader to parse and view your requested report

Pell Grant SAS Disbursement Detail on Demand Reader

Browse

Start

Notes:

This file is compatible with message classes:

PSOMYYOP*
PSOYYYOP*
PSORYYOP*

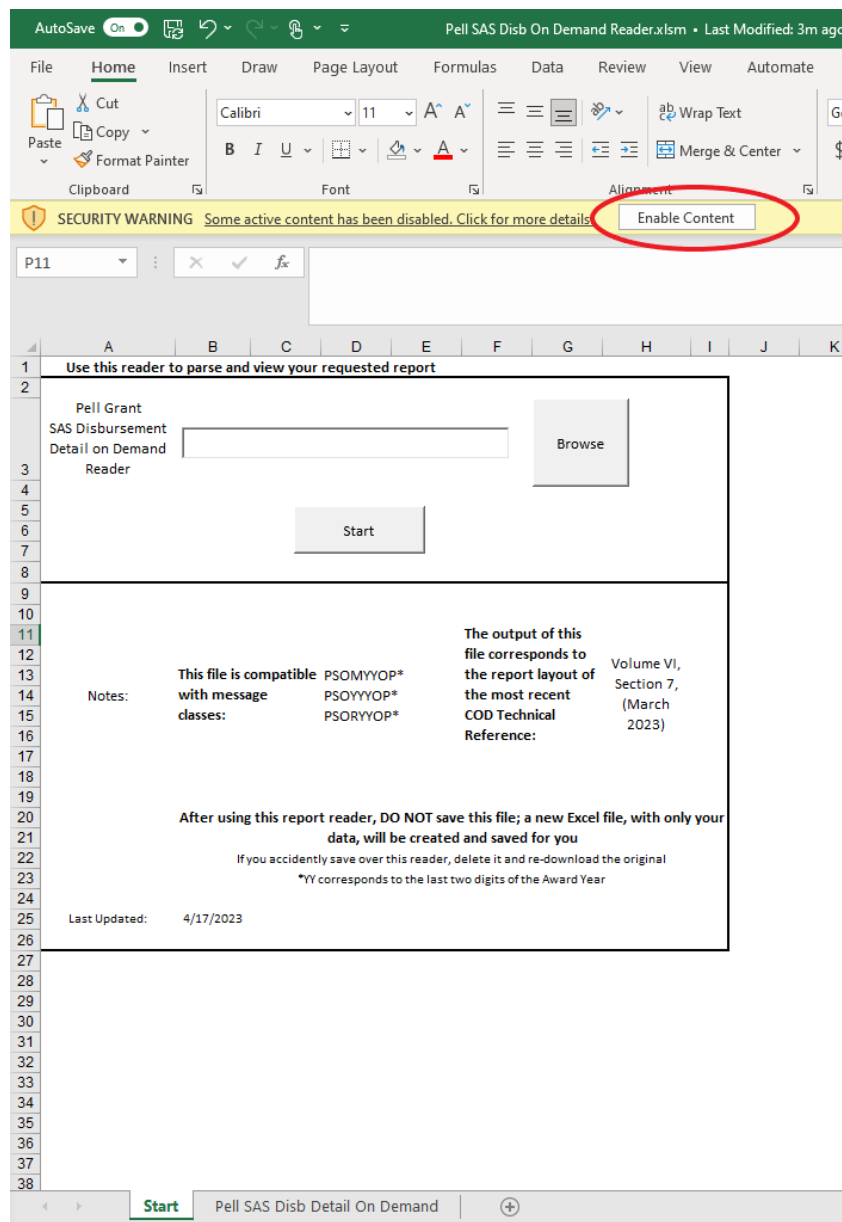
The output of this file corresponds to the report layout of the most recent COD Technical Reference:

Volume VI,
Section 7,
(March 2023)

After using this report reader, DO NOT save this file; a new Excel file, with only your data, will be created and saved for you
If you accidentally save over this reader, delete it and re-download the original
*YY corresponds to the last two digits of the Award Year

Last Updated: 4/17/2023

6. Select Enable Content.



7. Select the Browse button and locate the Pell Grant SAS Disbursement Detail on Demand file (PSOM, PSOI, PSOR) you previously requested, received, and saved from your SAIG mailbox.

8. After the file has been selected and is populated in the box to the left of the Browse button, select the Start button. The reader will run.

1	Use this reader to parse and view your requested report			
2				
3	Pell Grant			Browse
4	SAS Disbursement			
5	Detail on Demand			
6	Reader			
7			Start	
8				
9				
10				
11				
12				
13		This file is	PSOMYYOP*	The output of this
14	Notes:	compatible with	PSOYYYOP*	file corresponds to
15		message classes:	PSORYYOP*	the report layout of
16				the most recent
17				COD Technical
18				Reference:
19				Volume VI,
20				Section 7,
21				(March
22				2023)
23				
24				
25				

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9. A spreadsheet is automatically created and saved for you. Be sure to note the location of the saved spreadsheet file.

10. You can use the data in the spreadsheet to research discrepancies between the COD System and your school records. You can also reformat or reorder any fields or columns as needed.

11. When you close the original reader file, you will be asked if you want to save your changes. **DO NOT SAVE.** This will overwrite the reader. The formatted spreadsheet has already been saved for you as noted in Step 9.

12. If you do accidentally save changes to the reader file, you will need to delete that reader file and download the reader from the COD website location again for your next use.